
THE HANFORD SITE WORK FORCE RESTRUCTURING PLAN

Part V - Special Programs

PREFERENCE IN HIRING

Programs to give certain job hiring preferences

TRAINING AND EDUCATION

Programs of training and education assistance available to eligible employees

OUTPLACEMENT ASSISTANCE

Program to help displaced workers in their efforts to secure other employment

RELOCATION ASSISTANCE

One-time stipend for laid off workers to relocate to new employment

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PREFERENCE IN HIRING

RL and its contractors, subcontractors and lower-tier contractors will give preference for filling job vacancies to workers who meet the position qualification requirements and the eligibility criteria of this plan (see Part II) and who:

- Have been involuntarily separated within the DOE complex as a result of restructuring; or
- Voluntarily separated as a result of work force restructuring and who used the Training and Education Assistance program, as set forth below. (Priority in filling vacancies will be given to involuntarily separated workers over voluntarily separated workers.)

In the case of consideration for RL federal government positions, RL will follow its normal hiring procedures. RL will provide a hiring preference under Section 3161, to the extent practicable, in filling vacancies to displaced employees who meet the eligibility criteria contained in applicable Departmental guidance and who are qualified for the prospective work or, through further retraining, can become qualified within the time frames and dollar amount provided for in the guidelines, consistent with applicable law, Veteran's preference rights, or employment seniority plans or practices of the Department of Energy, with Section 3152 of the National Defense Authorization Act for Fiscal Years 1990 and 1991, and with the terms of any court-mandated affirmative action plans.

Preference to Involuntarily Separated Workers

Preference will be given by RL, its contractors, subcontractors and lower tier contractors to involuntarily separated workers in the following order:

- Their former employees who are in lay-off status;
- Eligible workers of other RL contractors, subcontractors, and lower-tier contractors; and
- Eligible workers of other DOE contractors, subcontractors and lower-tier contractors at DOE sites other than RL, through the DOE Job Opportunities Bulletin Board System (JOBBS).

This preference will continue until an action has occurred which terminates the preference. Actions which terminate this preference are (1) accepting any full time permanent position, (2) resignation or termination for cause from a position received from exercising this preference or (3) failure to comply with preference eligibility registration requirements established by DOE.

Preference to Voluntarily Separated Workers

Workers who take a voluntary reduction of force, and who have significant participation in the educational assistance program will have, after expiration of the one year reemployment period or repayment of the severance benefit attributable to the remaining separation period, a hiring preference after those who were involuntarily separated.

TRAINING AND EDUCATION

The intent of training and education assistance is to prepare the Hanford-site work force for the transition from a defense mission to an environmental restoration and remediation mission. This Plan is intended to aid eligible employees in maintaining or obtaining gainful employment. It is the primary goal of the training and education programs to provide appropriately trained and educated employees to meet the work force requirements necessary to fulfill DOE's mission at Hanford. In addition, this assistance program may also enable employees to obtain employment with private business and industry.

This benefit is only available to involuntarily laid off employees who meet the Plan eligibility criteria, and employees who are voluntarily laid off.

The following sections describe the elements of the training and education assistance program that may be available to eligible employees. The use of these services are voluntary on the part of laid off employees.

1. Basic Skills Enhancement

Many employees may want to take advantage of opportunities to enhance their math, reading, writing, language and other basic work place skills to advance in their careers or to assist in the job search process. Employees will need these skills to develop resumes, fill out applications, take pre-employment tests and perform other activities necessary to secure and maintain employment. The Outplacement Assistance Program, through a designated provider, will provide confidential assistance to assess areas needing enhancement. It will also provide information to link employee needs to available training programs and assist the employee in accessing those services.

2. Enhancement Training Within Career Field

Some employees have skills that no longer match general industry requirements because they have specialized in Hanford-site or defense-specific work for a number of years, or have fallen behind changing industry requirements. These individuals will have the opportunity to enhance their skills within their existing career fields by participating in internal and/or external training. This approach can rapidly provide the skills and knowledge required to reenter the job market. For example, a laid off security inspector may have excellent tactical response skills but no computer training or supervisory training. The Outplacement Assistance Program will assist the employee in assessing skills adjustment needs and in accessing appropriate services.

3. Retraining For New Career Field

Some employees may have limited current marketable skills. These workers, as well as individuals just wanting career changes, may choose to train for entirely new careers by participating in internal or external training programs or by attending an academic institution. Re-careering alternatives include the following:

Starting a business. Employees may choose to start their own business by using entrepreneurial and small business development assistance and support services or by taking courses in establishing and operating small businesses. These courses would prepare them to consult, begin their own business, commercialize technology or buy an existing business. The Outplacement Assistance Program will provide information on available resources and applicable classes.

Receiving tuition assistance. Although one can attend any approved academic institution (see benefit parameters listed below), the Outplacement Assistance Program will provide information on local academic institutions only. The Program will also provide assistance in obtaining applications for tuition assistance.

Learning a trade through an apprenticeship. Many Apprenticeship Programs use a college program to train apprentices, particularly for small companies which cannot afford to develop an apprenticeship program of their own. These programs are approved by the federal Department of Labor's Bureau of Apprenticeship and Training. The J.M. Perry Institute in Yakima and Columbia Basin College (CBC), for example, collaborate with labor representatives in providing these type of programs. Each trade has developed its own training curriculum and standards which are then approved by the Washington State Apprenticeship Council. Facilities and other resources for apprenticeship training are provided as required by state statute. Training and administration costs would generally be charged back to each company based on the number of apprentices they had enrolled in the program. Participants can receive college credits for their course work and apprenticeship credits, and pay for their time spent on the jobs.

4. Specialized Educational Programs

Specialized educational programs are those customized to meet DOE Hanford needs by adjusting content and method or timing of delivery. These will be developed by a variety of educational providers if a large enough number of employees all have interest in the same curriculum. This could occur with universities, colleges, or vocational technical schools which have the capability of customizing their educational delivery systems to address special industry requirements. Any such program would be developed for site-wide use.

5. Employee Development Program

Several contractors currently have programs whereby selected employees are allowed to work abbreviated schedules and be in an approved education/training program. This reduces current payroll costs and may provide a mechanism to support employees identified for future layoffs while allowing a period of time for transfer of work assignments to other employees. DOE will encourage the increased use of these programs, consistent with business needs, as another way to promote concurrent retraining and voluntary staffing reduction.

6. Internal Employment Training

Hanford Site principal contractors maintain ongoing employee training and development programs, including partnerships with local educational institutions. Training and development enables employees to perform their work in the safest, most effective manner, and provides opportunities for enhancing employees' ability to advance in their job field or to move to other jobs. DOE will continue to support the utilization of these programs, as appropriate, to provide training and retraining opportunities to employees. These programs would be expanded to include eligible voluntarily or involuntarily separated employees.

As discussed in Work Force Planning (see Part III), a comparison will be made of the current work force capabilities versus the knowledge and skills required to satisfy the environmental restoration and waste management mission. As this information becomes available, the current training and education programs and the necessity for new programs will be evaluated. Modifications to existing programs will be made to ensure up-to-date programs which meet emerging training and education needs.

7. External Employment Training and Education

The DOE will provide training and education, in partnership with appropriate educational institutions, to assist employees identified for lay off and/or laid off on both a professional and a personal level. In coordination with the Tri-Cities Job Service Center, Washington State Department of Employment Security, and the Department of Labor, Hanford contractors will utilize publicly funded programs, such as the Job Training Partnership Act (JTPA) available through the Private Industry Council, supplemented by DOE funding, wherever possible for all training programs in this section.

- a. Assessment and educational counseling. The assessment and counseling process will include at least the following:
 - The DOE will have performed and periodically updated, a market survey of external employment opportunities to provide information to its contractor employees, as well as eligible voluntarily or involuntarily separated employees, that will enable them to prepare for positions with a high probability of employment.
 - An assessment of current education, skills, and interests will be performed for each eligible employee who requests it. These assessments will be performed by the Outplacement Assistance Program or designated service provider.
 - Using the assessment cited above, the Outplacement Assistance Program will assist the employee, along with appropriate educational institutions, to develop an education/training program to lead to proficiency in an occupational area in which the employee can reasonably expect to find employment. The market survey and skills assessment are tools to aid in an employee's decision making. The employee maintains decision making control regarding career options and the selection of training and education programs.

- Employees, as well as eligible voluntarily or involuntarily separated employees, will be advised of opportunities to participate in various free services available to the public and of other educational opportunities, including:
 - Economic Development Administration Title IX Program,
 - JTPA Title III programs,
 - Small Business Administration programs,
 - Pell Grant Program, and
 - State grants and student loans.

Educational counseling on the availability of curriculum, costs of educational programs, and transferability of credits will be provided by representatives of the educational institutions.

- b. Environmental restoration scholarship assistance. The DOE is developing a program to provide separated employees access to scholarships for displaced DOE workers in accordance with Section 4451 of the National Defense Authorization Act for FY 1993. When available, the program will offer education scholarships to enable individuals to qualify for employment in environmental restoration fields. Under the scholarship assistance program, an individual may receive money for tuition, fees, books, and laboratory expenses. In return, the individual must sign an agreement stating that he/she will serve as a full-time employee for a specified amount of time in an environmental restoration position at an approved government agency.
- c. Teachers assistance. The DOE will work with the Department of Defense to help displaced employees obtain certification and employment as teachers or teachers' aides in accordance with Section 444 of the National Defense Authorization Act for FY 1993. Eligible individuals must apply to the Secretary of Defense for this assistance. Selected individuals will receive up to \$5,000 and assistance in receiving a job in an elementary or secondary school. In return, the individual must agree to work at the school for at least two years.
- d. Work Force Training Center. \$1.2 million dollars has been granted to Columbia Basin College (CBC) in support of the start-up of a training and re-training center. Most of the grant monies will be directed in support of the Environmental Restoration Management Technology, Radiation Protection Technology, and the new Radiological Chemistry Technology programs at the college which were initiated in direct response to Hanford needs.

The college will construct a 40,000 square foot Center by the end of FY96 with Columbia Basin College Foundation funds and State of Washington secured loans. The grant will provide equipment, laboratory furnishings, and installation, and the conversion of two laboratories.

- e. Training and education assistance benefit parameters. Training and education assistance benefits for eligible employees will be allowable under the contract in the following manner:
- The DOE will provide a maximum total training and education assistance allowance per eligible voluntarily or involuntarily separated worker of \$10,000, with no more than \$5,000 in any one year. This will be available for a period up to three years from the date of separation to pay for tuition, required textbooks, fees, or other required expenses listed in the course syllabus and to reimburse child care while attending class. Reimbursement will only be for actual costs incurred and upon certification of such costs by the former employee. If the separated employee is receiving financial assistance through other publicly funded sources, those funds must be used prior to using this educational assistance benefit. The latter assistance is intended to be supplementary to educational assistance available through other sources (i.e., grants, scholarships, other federal and state retraining programs) except where specifically prohibited. Ineligibility for financial assistance from non-DOE sources does not preclude receipt of this benefit. Eligibility for this educational benefit will cease if educational assistance is provided by a new employer, since the benefit of additional training will accrue to that new employer. This educational assistance will be terminated when an eligible voluntarily or involuntarily separated employee becomes employed with the DOE or one of its contractors or sub-contractors.
 - Eligible voluntarily or involuntarily separated workers may take advantage of this benefit if registered for the initial courses to be taken within one calendar year of the date of their separation. This may be extended by up to an additional 9 months, if the employee can demonstrate that entrance to a desired educational or training program has been blocked due to a lack of institutional capacity or enrollment caps.
 - Retraining for workers scheduled to be separated may be on work time after notice of layoff is received.
 - The educational institution must be regionally accredited or on the list approved by the Veteran's Administration for receiving Veteran's benefits. Educational institutions may include universities, community colleges, vocational schools, and technical schools.
 - In order to continue to receive reimbursement under this program, an employee receiving assistance for training and education must maintain satisfactory progress as defined by the granting educational institution.
 - The education assistance may be subject to Federal and FICA taxes.

OUTPLACEMENT ASSISTANCE

RL and its principal contractors will provide outplacement assistance for their employees who have been identified for layoff or who have been separated from employment through a VROF or an IROF. Outplacement assistance will also be provided for subcontractors and intermittent workers who are separated from employment through an IROF. Outplacement services will be available to separated workers for a period of one year following the date of layoff or until they are gainfully reemployed, whichever comes first.

External agencies, such as the Washington State Employment Security Department/Tri-Cities Job Service Center and the Private Industry Council will be used wherever practical in the design and delivery of outplacement services described below. Contractors are expected to make full use of the agencies mentioned above and other community based businesses and resources to provide outplacement services. When it becomes evident that outplacement services will be needed to assist those to be affected by a reduction of force, contractors may, with DOE approval, procure needed services from external sources.

To the extent practical, the following outplacement services will be provided:

U.S. Department of Energy (DOE) Resume Databank

The JOBBS matches affected employees' resumes with job opportunities across the DOE complex. Computer workstations will be available at identified locations so that eligible employees can use JOBBS to:

- Obtain information on job openings at other DOE sites, and
- Transmit resumes of impacted employees to other DOE sites.

Job Identification

A program to identify potential employers through announcements and/or advertisements placed in local, state and national newspapers. Ads will contain information regarding the availability of workers and invite prospective employers to contact the outplacement program. Additional avenues for identifying positions may include:

- Government Agencies (including the Corps of Engineers)
- Professional Societies
- External Career/Job Fairs
- Employment Agencies

- Database Linkages (including JOBBS)
- Mailings to potential employers identified through the above sources, peer referrals, local Chambers of Commerce, newspaper want ad searches, etc.

Information collected from potential employers will include:

- Type and number of positions available
- Position requirements
- Company/facility profile
- Company/facility location
- Interest in attending a Hanford Site job fair
- Interest in receiving a Hanford Site resume book/computer diskette
- Interest in conducting interviews at the Hanford Site.

Job Posting

Compilations of the information gathered through the Job Identification process are posted at centralized locations accessible to affected workers.

Resume Distribution

Distribution of a resume book or computer diskette to potential employers identified through the Job Identification process.

Interstate Job Bank. The DOE is working with the DOD to provide access at the Site to the nationwide Interstate Job Bank for interested employees (reference Section 4468 of the National Defense Authorization Act of FY 1993).

Outside Interviews

Interviews will be arranged for potential employers who express interest through the Job Identification process in interviewing at the Hanford Site.

Job Fair

A job fair for workers will be held at or near the Hanford Site with participation by those companies who express interest on the Job Identification survey.

Communications

A program including advertisements, announcements regarding outplacement activities and special events, and laid off worker/counselor meetings to provide up-to-date information to workers and employers. Initial communications will include locations, operating schedules, registration procedures and other details regarding the availability of the various outplacement services and resources.

Strategic Skill Assessment Interviews

Interviews and assessments to identify work experiences/related skills, education/training and interests, and aptitudes. Data collected will be used to develop focused resumes and/or individualized job search/career transition strategies.

Outplacement Workshops

Workshops to provide instruction and counseling on job search techniques. Subjects covered will include:

- Deciding life and career goals
- Introducing yourself (writing resumes, applications, cover letters)
- Deciding what to look for
- Finding job leads
- Interviewing skills and techniques
- Accepting the job
- Coping with change.

Subject Experts

Presenters solicited from private industries and volunteer, community and contracted agencies to address topics about life and career transitions, such as:

- Financial planning
- Credit
- Career transition
- Personal development
- Legal matters
- Retirement planning
- Stress management
- Health improvement/fitness.

Financial Assistance Information

Information on obtaining:

- Educational grants and scholarships
- Small business loans
- JTPA, Title III funds.

Social Services

Psychological counseling services/referrals through the various Employee Assistance Programs (EAP) for affected employees and their families.

Resource Library

A centralized library of resource information such as:

- Newspapers from likely metropolitan job markets
- Reference books dealing with professional/personal development
- Government and industry related journals and periodicals
- College catalogs
- Dictionaries, thesaurus
- Telephone books
- Resources for additional associated information and materials.

Workstations

Computer workstations will be made available for the preparation of resumes, job search correspondence.

RELOCATION ASSISTANCE

Individuals who are hired into exempt positions or who are deemed to be critically skilled, as determined by the receiving DOE contractor location, will be granted the normal relocation benefits granted at the receiving DOE, contractor or subcontractor site and will not be eligible for relocation assistance under this plan.

Any exempt or nonexempt employee involuntarily laid off and who meets the Plan eligibility criteria, or employee who is voluntarily laid off, who gets a job at another DOE site, and who is not eligible for relocation benefits from the receiving site may be given a maximum of \$3,000 as reimbursement for actual, allowable expenses incurred in relocation to a new DOE, contractor or subcontractor facility by the Hanford Site employer. The employee must provide documentation of incurred expenses to receive this one time reimbursement, which will be available for up to one year after the employee's termination date. The reimbursement may be subject to Federal and FICA taxes.

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